

ILLEGIB

REFERENCE NO. [REDACTED]

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25X1

DATE: FEB 24 1956

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TO : [REDACTED]

FROM : [REDACTED]

SUBJECT : General - Administrative/Personnel

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Specific - Duties and Responsibilities of the Executive Officer
of [REDACTED]

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1. Since the organizational structure of [REDACTED] is somewhat out of the ordinary, I thought I had best express my thinking on this subject, especially with regard to the status and duties of [REDACTED] Executive Officer. You should not consider that these thoughts be applied to the letter but rather act as a means for your guidance in instructing the Executive Officer in his duties.

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2. Below I have outlined those duties and responsibilities which I believe are inherent in the position of [REDACTED] Executive Officer:

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a. Implements policies and orders of [REDACTED] Commanding Officer and assures compliance therewith.

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b. Maintains liaison with KUBARK field station and/or base. Coordinates necessary contact of other [REDACTED] personnel with such KUBARK field installations. Maintains appropriate records pertaining thereto.

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c. Maintains liaison with Host Government agencies. Coordinates necessary contact of other [REDACTED] personnel with Host Government agencies. Maintains appropriate records pertaining thereto.

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d. Advises [REDACTED] Commanding Officer of KUBARK policies, regulations, organizational structure, and support (Operational and Support) capabilities. Assists KWCACHE Commanding Officer with policy and procedural decisions affected by [REDACTED] regulations, notices and policies.

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e. Acts as Office of Record for (Operational and Support plans, orders, release cables, etc.).

25X1 f. Coordinates Support activities (Administrative and Materiel) with Operational planning.

25X1 g. Reviews organization and procedures and advises Commanding Officer on proposed changes thereto.

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h. Performs such other duties as Commanding Officer may direct.

3. Should you have any comments on the duties as outlined above, I would be glad to receive them.

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RICHARD M. BISSELL, JR.

cc:

23 February 1956

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Originating Officer

JAMES A. CUNNINGHAM
Coordinating Officer

RICHARD M. BISSELL, JR.
Releasing Officer